



Thank you for scheduling an appointment through our online appointment system!

Please take time to read the instructions on how to apply for a regular passport, the necessary forms you need to complete prior to coming to apply, as well as the supporting documents you need to present.

FIRST TIME ADULT PASSPORT

Complete a passport application DS-11, which is available online, [DS-11 Passport Application](#)

Please do not sign the application, you will be asked to do it in front of a Consular Officer.

Provide proof of U.S. Citizenship:

- Certified Birth Record or
- Consular Report of Birth Abroad or
- Naturalization Certificate or Certificate of Citizenship

Provide proof of identity:

- Drivers' license or State or other photo ID card
- Salvadoran passport or ID card, if applicable

Photos:

- Submit two identical color photos taken within the past 6 months, 2" X 2" size with white or off-white background.

Fee: \$135.00 payable in cash (dollars) or by credit card (Visa, MasterCard, American Express). Debit cards are not accepted.

LOST/STOLEN PASSPORT

Complete a passport application DS-11, which is available online, [DS-11 Passport Application](#)

And

Statement for Lost/Stolen passport DS-64 which is also available online, [Lost and Stolen Passport Statement](#)

***Please do not sign the application, you will be asked to do it in front of a Consular Officer.**

Provide proof of U.S. Citizenship:

- Certified Birth Record or
- Consular Report of Birth Abroad or
- Naturalization Certificate or Certificate of Citizenship

Provide proof of identity:

- Drivers' license or State or other photo ID card
- Salvadoran passport or ID card, if applicable

Important: Please provide a local report filed with the Police in the area where the theft occurred.

Photos:

- Submit two identical color photos taken within the past 6 months, 2" X 2" size with white or off-white background.

Fee: \$135.00 payable in cash (dollars) or by credit card (Visa, MasterCard, American Express). Debit cards are not accepted.

PASSPORT RENEWALS

Complete a passport application DS-82 for adult renewals which is available online, [DS-82 Passport Renewal Form](#)

You must present your most recent passport AND

- A. You were at least 16 years old when your most recent passport was issued AND
- B. Your most recent passport was issued less than 15 years ago AND
- C. You use the same name as on your most recent passport, OR you have had your name changed by marriage or court order and can submit proper documentation to reflect your name-change.

Photos:

- Submit two identical color photos taken within the past 6 months, 2" X 2" size with white or off-white background.

Fee: \$110.00 payable in cash (dollars) or by credit card (Visa, MasterCard, American Express). Debit cards are not accepted.

PASSPORT FOR MINORS

Complete a passport application DS-11, which is available online, **DS-11 Passport Application**

Please do not sign the application for your child, you will be asked to do it in front of a Consular Officer.

Provide proof of U.S. Citizenship (for minors age 16):

- Previous U.S. passport; or Certified Birth Record; or Consular Report of Birth Abroad; or Naturalization Certificate or Certificate of Citizenship.

Present Evidence of Child's Relationship to Parents/Guardians (for minors under age 16):

- Certified U.S. birth certificate (with parents' names); or Certified Foreign Birth Certificate (with parents' names and translation, if necessary); or Report of Birth Abroad (Form FS-240) (with parents' names); or Certification of Birth Abroad (Form DS-1350) (with parents' names); or Adoption Decree (with adopting parents' names); or Court Order Establishing Custody; or Court Order Establishing Guardianship.

Provide Parental Identification (for minors under age 16). Each parent or guardian must submit one of the following:

- Valid Driver's License or valid Official U.S. Military ID; or a valid U.S. Government ID; or a valid U.S. or Foreign Passport with Recognizable Photo; or Alien Resident Card from USCIS

Parental signature:

- Both parents must appear together with the child and sign, or
- One parent appears, signs, and submits second parent's notarized Statement of Consent: Issuance of a Passport to a Minor Under Age 16, Form DS-3053 authorizing passport issuance for the child. Online version of DS-3053 is available, **DS-3053 Passport Authorization**
- One parent may appear and sign if that parent also submits primary evidence of sole authority to apply.
- A third party must have a notarized power of attorney from both parents that specifically authorizes the application or renewal of a passport.

Photos:

- Submit two identical color photos taken within the past 6 months, 2" X 2" size with white or off-white background.

Fee: \$105.00 payable in cash (dollars) or by credit card (Visa, MasterCard, American Express). Debit cards are not accepted.

Please allow 7-10 days for passport application processing. Passports are processed at the National Passport Center and sent to Embassy San Salvador by Express mail. During your interview, you will be notified of your pick-up date.